



POSITION DESCRIPTION

CLASSIFICATION TITLE Senior Coordinator **WORK AREA** One-Stop-Permitting
CLASS CODE 5310/Nonexempt **EFFECTIVE DATE:** April 1, 2002

FUNCTION Work involves performing technical support functions relative to utility capacity allocation, monitoring and tracking of the Department's interlocal agreements and associated responsibilities in support of Seminole County Environmental Services.

EDUCATION AND EXPERIENCE High school diploma or equivalent required, an Associate's or Bachelor's Degree in Business/Public Administration is preferred, but not required, and three (3) to five (5) years responsible experience in utility business operations including experience in spreadsheet development, tracking procedures and utility billing systems. *A comparable amount of education, training, or experience may be substituted.*

SPECIAL REQUIREMENTS

Considerable knowledge in interpreting utility related interlocal agreements, processing applications for water and/or sewer service including account initiation in the utility billing system (HTE). Knowledge of County processes related to Planning, Development review, and Official Records submissions and maintenance are required.

Familiarity with in a Windows computer environment is required along with experience in Excel, Word and Access software applications as well as utility billing system databases.

Ability to establish and maintain effective working relationships and communications with customers/applicants, fellow employees, contractors, regulatory agency staff, and others. Ability to communicate effectively both orally and in writing, to make effective presentations before large and small groups, and to organize and schedule work to meet established priorities. Ability to effectively supervise assigned subordinate personnel.

Some familiarity with Florida Department of Environmental Protection (FDEP) water and sewer application for construction permitting process is essential. Must possess and maintain a valid Florida Driver's License.

ESSENTIAL FUNCTIONS

NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Review proposed development utility concurrency applications and/or service applications of subdivisions, apartment complexes, duplexes, shopping centers, industrial centers and business centers in unincorporated areas of the County to ensure compliance with the Seminole County Land Development Code and other established guidelines.

Act as liaison with FDEP, Public Works Engineering, Traffic, Stormwater and Roads Division, Planning Department and Official Records in the coordination of asset acceptances and related document submissions. Coordinate with external utility companies for utility relocations. Interface with local municipalities in maintaining partnerships related to obligations under interlocal agreements.

Provide support for the Environmental Services Department in the area of water and sewer treatment plant capacity tracking, including tracking of all outstanding commitments and perform analyses related to build-out expectations. Prepare reports and make presentations to departmental staff on the findings related to capacity tracking and status of interlocal agreement obligations.

Initiate and effectively recommend to the Division Manager, for final approval by the Department Director, for hiring, termination, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.

Prepare agenda items for Board of County Commissioners meetings as necessary. Perform other duties as assigned or as may be necessary.

WORKING CONDITIONS

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.